



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE
Grand Canyon National Park
P.O. Box 129
Grand Canyon, Arizona 86023-0129

A56 (GRCA 8212)

GRAND CANYON NATIONAL PARK GOVERNMENT HOUSING POLICY STATEMENT Responsibilities of Employees in Government-Furnished Quarters Standard Operating Procedure 8212-025 (Part II)

This policy statement serves as the regulations and guidance for occupants of government quarters.

Nothing in this policy shall be construed to limit the authority of the Superintendent to act in his sole discretion in accordance with the provisions of the Code of Federal Regulations (41 CFR 114-51 and 52) to regulate housing policies in Grand Canyon National Park or to amend or suspend this policy in whole or part as shall be in his judgement in the best interest of the park.

Residents of Grand Canyon National Park are expected to abide by all Federal, State and local laws and regulations. Criminal activities within the park will be enforced by the appropriate law enforcement agencies with legal jurisdiction.

The Grand Canyon National Park Housing Policy is an administrative policy established by the Superintendent. Occupancy of park residences and trailers sites is a condition of employment. All occupants are expected to comply with these policies. Failure to comply may result in removal from quarters and/or termination of employment. Initial enforcement of the policy is the responsibility of the employee's supervisor serving in the capacity of both a landlord and employer representative. Each resident should respect his/her neighbors and resolve most issues as a "good neighbor."

Requests for waivers to this policy will be submitted in writing to the Housing Manager. The Grand Canyon National Park Housing Committee will review each request and forward a recommendation to approve, modify or deny the request to the Deputy Superintendent.

The rules and regulations set forth in this policy are in line with the Code of Federal Regulations.

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General Housing Maintenance

New Assignments

Occupants must abide by all the terms and conditions stated in this policy and on their Quarters Assignment Agreement, Form 10-380. When housing assignments are made, the new resident and the Housing Manager will note the condition of residence and any pre-existing damages.

It is recommended that all residents carry their own Renter's Insurance Policy, since government liability is limited under the Federal Tort Claims Act.

Vacating Quarters

Occupants must contact the Housing Manager at least three days prior to vacating their residence for the purpose of scheduling an inspection of the residence. Residents can contact the Housing Office prior to their inspection for a cleaning checkout list. If residence is not properly cleaned or if there are damages noted during or after the inspection, a Bill of Collection will be issued accordingly.

Resident's Responsibilities

As stated in the Quarters Assignment Agreement Form, occupants are responsible for keeping their premises clean, sightly, and in a safe condition at all times, and upon vacating will leave the quarters in a clean and orderly condition. All occupants are responsible for shoveling the snow and maintaining the grounds around the perimeter of their residences (Reference Yards and Grounds section).

It is the responsibility of all occupants to routinely test their residential smoke detectors to insure that they are working properly. You should test your smoke detector at least once a month and record the date. Batteries should be replaced twice a year, and are available from the Housing Office.

Maintenance/Repairs

All plumbing, heating, electric, painting, or structural repairs should be reported to the Maintenance Division at 638-7625, or occupants can submit a Work Authorization Form to the Maintenance Division. Residents must leave a contact phone number on their request form and note if Maintenance has permission to enter the residence while they are not present in quarters. Only in emergency situations should an occupant call the park's Dispatch Office.

No occupant is to perform repairs or alterations to his/her residence without prior approval from the Chief of Maintenance. All requests must be submitted to the Housing Manager for final approval by the Chief of Maintenance. Interior painting may be allowed with prior approval from the Structural Supervisor, who can be reached at 638-7636. Requests to alter interior or exteriors must include a sketch of the proposed work, indicating measurements, materials to be used, and color finishes as applicable. If any work is performed without authorization from the Chief of Maintenance, the resident may be required to restore the structure to its original

condition at his/her expense within 60 days. If the work is not performed to the satisfaction of the Chief of Maintenance or his designated representative, the Superintendent may authorize restoration by park maintenance staff or contractor, and associated costs will be charged to the resident.

All approved or accepted modifications to any structure by a resident will become property of the U.S. Government without compensation to resident.

Wood-Burning Stoves/Fireplaces

The park is committed to removing all wood-burning stoves from government residences, except on the North Rim. Once a residence with a wood-burning stove is vacated, maintenance staff will be responsible for removing the stove and capping the ceiling of the residence so no further installation can take place. An occupant who has a wood burning stove in his/her residence is responsible for proper disposition of the coals and ashes (reference Residential Waste Disposal).

It is the responsibility of the National Park Service to have the chimney of each residence with a stove cleaned twice a year. Occupants will be notified in advance by maintenance staff of the scheduled cleaning. Occupants are responsible for giving the park maintenance staff access to their residence during this process and are also responsible for properly disposing of all ashes and coals prior to this scheduled cleaning.

Yards and Grounds

Garage/Yard Sales

Garage and yard sales are authorized on an infrequent basis. This does not authorize business type sales such as flea markets, collector shows, or sales. Residents may place Garage/Yard sale notices on public bulletin boards and employee announcement boards. A single small sign may be placed on Center or Albright Road. Additional signs may be placed within the resident's housing area. Signs should be removed the same day the sale is over.

Parking and Licensing of Vehicles and Boats

Vehicles will be parked in residential areas in such a way as to not interfere with the normal flow of traffic. A vehicle is defined as any motorized conveyance, which is subject to licensing or registration.

All operational vehicles, including boats, boat trailers, recreational vehicles (RV's), or motorcycles, located within a residential area must display a current license or registration and a park registration sticker where applicable.

Once this policy goes into effect, each residence will have parking spaces identified. Current residents are restricted to existing parking spaces; no new additional spaces should be created or developed. Additional parking may be utilized in your neighborhood, as space is available. Until park-wide vehicle storage is made available, residents are required to park vehicles in a manner that does not destroy native vegetation, or in any manner that threatens the safety of

other residents. Vehicles that are stored adjacent to structures must be in compliance with fire and safety standards.

Recreational vehicles parked on a residential site shall not be used for permanent residential purposes for any period of time.

Motor Vehicle Storage/Repair

In accordance with 36 CFR 7.4(c)(2), immobilized or inoperative vehicles may not be parked, stored, or otherwise kept on a residential site or at any other location within the park area for more than 30 days without approval. Requests for automotive repair work that will take more than 30 days to complete must be submitted to the Housing Manager.

Motor oil or other vehicle fluids must not be dumped or otherwise disposed of on any park lands. Disposal of hazardous materials must be in accordance with the park's *Hazardous Waste Management Plan (Standard Operating Procedures 8221-007, effective January 16, 2001.)* Gasoline or other flammable liquid must be stored in approved safety containers not to exceed five (5) gallons. (Reference Residential Waste Disposal section of this policy.)

Hot Tubs

A hot tub is permitted within the confines of the occupant's backyard. The hot tub must meet safety codes and be covered and secured when not in use to prevent inadvertent access or to provide a supplemental water source for wildlife. Installation of the hot tub must be done in such a manner as to cause no damage to decks, patios, fencing, vegetation or the residence. Any modifications to these structures, yards, and/or electrical connections will be at resident's expense and with prior approval of the Housing Manager.

Firewood

Firewood shall be neatly stacked within the boundary of residential site. Firewood shall be placed no closer than thirty (30) feet from the nearest structure so as to minimize fire hazards and to protect wooden siding from attack by termites and/or carpenter ants. Woodpiles in Pinyon Park and Trailer Village are exempt from this 30-foot perimeter rule due to lot size. (See *GRCA Defensible Space Plan.*)

Fires

Ground fires are permitted only in designated fire pits. Requests for new fire pits must be submitted to the Housing Manager. Fires are permitted within containers (e.g., BBQs, chimeneas, etc.) with caution that residents ensure fire remains within the container and sparks and embers do not escape. During periods of high fire danger, the ignition of fires may be prohibited. The burning of trash, refuse, or garbage is prohibited, except on the North Rim when the road is closed for winter.

Fuel Tanks

Fuel storage tanks shall be the type manufactured for the purpose of storing the appropriate fuel. Tank size should be relative to the type of heating system and resident's yard or lot size.

Installation of fuel tanks must adhere to manufacturers' recommendations, and meet life safety codes. Whenever possible, fuel tanks should be placed within an existing fenced area or shielded with vegetation to enhance visual quality of neighborhoods. Storage of fuel oil in 55-gallon drums does not meet standards and is prohibited.

Holiday Lights/Outside Housing Decorations

Holiday lights are permitted within the confines of your own residence and yard. Holiday lights are limited to houses, garages and fences, and should not be placed on shrubs where wildlife such as deer and elk could become entangled while browsing. Wires extending away from the residence to the power source should be at ground level and covered.

Exterior decorations, such as flags, wreaths, name plates, etc., are permitted. Sports equipment, such as a basketball backboard, should not be affixed to the residential structure.

Fences/Sheds & Storage Facilities/Landscaping/Walks, Slabs, & Walls

Requests for any exterior projects should be submitted in writing to the housing office for review and approval prior to the project or work beginning.

Satellite Dishes

The following requirements shall govern the installations and use of residential satellite (TV) dishes and antenna. Satellite dishes and antenna may be installed provided the following criteria are met:

Small satellite dishes, up to 30", may be installed on a non-historic residence without written approval, provided that no trenching or tree trimming will be required. The satellite should be placed in such a manner to be as unobtrusive as possible and installed without causing damage to the structure. Residents will be billed for any/all damage that may occur to the structure due to the installation.

Historic Houses - Satellite dishes, up to 30", may be installed on historic homes (built prior to 1941; see list in Addendum 1) after review by the historical architect or cultural program manager. This will insure a minimal amount of disturbance to the fabric of the building and the viewshed. The historical architect or cultural program manager will review and respond to the request within seven (7) days from the time the request is made to the Housing Manager. If a response is not received within seven (7) days, the resident may proceed to place the dish in such a manner that is as unobtrusive as possible and installed without causing damage to the structure. When a home is vacated, the dish will be removed. The mount and/or holes may remain for potential use by the next tenant. If needed, intrusions into the fabric will be repaired by NPS Maintenance as directed the Secretary of the Interior's Standards for Historic Preservation.

Ground or Vegetation Disturbance - Prior to the installation of a satellite dish or an antenna that would require ground or vegetation disturbance, a written request must be submitted to and approved by the Housing Manager. The request shall include a drawing detailing the location of the dish relative to the residence and other physical features such as detached garages, storage sheds, driveways, and vegetation. If trenching is required, the depth and location should be identified. If tree branch trimming is required it must be included in the request. The Housing

Manager will consult with appropriate staff to determine an acceptable location for the dish and/or antenna and will respond to the occupant within seven (7) days.

Each residential satellite dish shall have a maximum diameter of 30 inches.

All satellite dishes, antennas, and associated hardware must be within the Federal Communications Commission (FCC) Guidelines.

Each satellite dish, antenna, and associated wiring shall remain entirely within the boundaries of the resident's yard. (If a resident is unsure of the yard boundaries, s/he should contact the Housing Office.) Antenna's height should not exceed 20 feet above the ground.

In no case will the dish or antenna or its supporting members be attached to trees or other vegetation. Installations will not penetrate the primary roof surface or any other surface that may cause the structure to leak. All underground cables and wires should be identified in the written request.

When an occupant vacates a residence, s/he is responsible for removing the satellite dish or antenna and its associated wiring, platform, etc. and for completing any needed repairs that were caused by the dish or antenna installation, unless other arrangements have been made or unless any of these items are the property of the Government. Note alternative requirements identified for historic homes.

Pets

No more than two dogs or two cats, or a combination of one dog and one cat, shall be permitted in each household. In addition, you may have two (2) caged birds, two (2) rodents, two (2) amphibians, two (2) reptiles, and two (2) rabbits. There is no restriction on aquarium fish.

Residents will be held responsible for any damage to their house or yard caused by their pets.

1. Pets Permitted:

Household pets that may be permanently contained within the employee's residence include dogs, cats, birds, aquarium fish, exotic nonpoisonous snakes, or other reptiles, rodents, amphibians, and domestic rabbits. Snakes, reptiles, rodents, amphibians, rabbits, and birds must be caged at all times.

2. Pets Not Permitted:

- a. Native wildlife.
- b. Rare, threatened, federally or state protected, or endangered species.
- c. Pets that cannot be permanently confined within the employee's residence and employee's immediate yard area.
- d. Dangerous animals or pets displaying hostile or threatening behavior, which might

- frighten or harm humans or native wildlife.
- e. Domestic livestock or fowl.

If you have any questions regarding the restriction of any pet, please contact the Housing Office at 638-7796.

3. Specific Pet Restrictions within the park:

Regardless of type of employment (permanent, term, or seasonal) no pets are allowed in

- a. Albright Apartments.
- b. Shared Housing: Clinic dorm, bunkhouses, trailers, and single-family houses converted to shared quarters. One exception will be granted: Fish in aquariums are allowed in shared housing.

4. Responsibility of the Pet Owner

Pet owners are responsible for the disposition of unwanted pets, or pets deemed undesirable by the park superintendent. This may be done through the Department of Animal Control - Coconino County or the Flagstaff Animal Shelter.

Pets will not be allowed to defecate in other residents' yards or in a place where sanitation is a problem (e.g. pedestrian walkways, streets, play areas, etc.). Pet owners are responsible for properly disposing of the pet's fecal matter in public dumpsters.

No pets may be kept under conditions determined to be inhumane by applicable laws and regulations.

Any pet creating a continued nuisance by barking, whining, crying, howling, or by other means will not be permitted to remain in the park. Pet owners must insure that their pets are not allowed to make noise that is unreasonable considering location and time of day or night (per 36 CFR 2.15(a)(4)). Pet owners must recognize that employees work varying shifts, and may often work nights, and therefore sleep during daylight hours.

Pets must be under physical restraint at all times when outside, either by means of a leash on a temporary basis or within a fenced enclosure on a permanent basis. The fenced enclosure shall be completely capable of containing the pet. Voice control is not acceptable. Chains, which secure an animal to a tree, must be appropriately wrapped in order to protect the tree from damage. Caged animals will remain in their cages at all times when outside. Yard fences or enclosures may be constructed at residences only upon obtaining prior written approval. (Reference the Yards and Grounds Fencing Section of this policy.)

Dogs and cats must wear a registration or identification tag at all times. Animals without tags will be considered feral or stray and are subject to impound or disposal in accordance with the "Enforcement Procedures."

The deliberate feeding or placement of food intended for feral animals (dogs and cats) is prohibited. No food is to be left outside on a permanent basis for the purpose of feeding a pet.

5. Enforcement Procedures

Adhering to the Pet Policy rests with the pet owner. The employee/pet owner must assume the burden of carefully complying with the Pet Policy. The next level of responsibility for the Pet Policy administration falls on the employee's supervisor. Further responsibility for administration shall rest with the employee/pet owner's division chief, prior to enforcement by Visitor and Resource Protection.

The best course of action for dealing with a noise/pet problem is through the "good neighbor" practice. Talk to the owner first; if a problem persists, report it to the NPS Dispatch Office.

Violation of the Pet Policy may result in the issuance of a citation. Pets without identification may be immediately disposed of or transported to Flagstaff. Pets collared with identification tags in violation of the regulations and rules of the Pet Policy shall be impounded and taken to the South Rim Kennels. The pet will be released to the owner upon payment of accrued kennel fees, which include the daily fees and an administrative fee. Pets not claimed at the South Rim Kennel within three calendar days of arrival may be removed in a humane manner or relocated to another facility. Kennel staff will log the pet and owner information. If the same pet has been brought to the Kennel three times within two years, the appropriate Housing Manager (e.g., NPS, Amfac, DNPS, GCUSD, GCA, etc.) will be notified, and the pet owner may lose pet privileges.

Should recurrent violation of the Pet Policy occur, the pet owner may be required by the Superintendent to remove the offending pet from the park permanently. Law enforcement personnel will take into account the level of cooperation exhibited by the pet owner, the severity of the act, and the number of previous violations cited. Failure to comply may result in the disposition of the animal per 36 CFR 2.15(c), and/or the loss of pet privileges.

Residents who are currently in violation of this policy will go before the Housing Committee to plead their case.

Loose and feral pets and animals are destructive to the ecological and natural landscape and to native plants and animals. Therefore every effort should be made to keep pets restrained or confined at all times. Loose and/or feral animals should be reported to the NPS Dispatch Office.

Defensible Space

It is the responsibility of all residents to abide by the rules and regulations stated in the Defensible Space Plan. In accordance, occupants are responsible for assuring that a perimeter of no less than 30 feet around all quarters and buildings be maintained free of all combustible ground debris or incidental combustible materials. Also, a 15-foot clearance must be kept around all propane tanks.

Refer to the Defensible Space portion of the Fire Management Plan for further details.

Potable Water

Water has been a scarce and expensive item since Grand Canyon development began. Water rationing and conservation have been a way of life at the Grand Canyon in the past and will continue into the future. Keeping in mind our desert condition, residents are encouraged to practice water conservation.

Water rates will be calculated on an annual basis and adjustments will be made according to actual usage.

Water Use:

1. During periods of normal (non-emergency) use of potable water, the following are permitted:
 - a. Watering of backyard gardens and lawns.
 - b. Washing of private vehicles and trailers.
 - c. Washing of park and concession vehicles.
 - d. Sale of water to the Tusayan community.
2. During periods of water emergencies (the Superintendent or his designee will declare what constitutes an emergency) such as major pipeline breaks, intake problems, pump failures, and major electrical delivery system failures, where it is reasonable to expect tank-farm levels to fall below the absolute minimum level, one or more of the following actions may be taken:
 - a. Immediate posting of emergency water restriction notices in all public facilities, specific to affected areas.
 - b. All outside sales to non-residents will be discontinued.
 - c. Residential use for lawns, gardens, and vehicle washing will be discontinued.
 - d. Washing of park and concession vehicles will be discontinued.
 - e. Other case-by-case restrictions may be imposed such as:
 - Closing of camper service laundry and showers;
 - Closing of trailer dump station;
 - Temporary elimination of visitor trailer water hookups.

Residential Waste Disposal

These guidelines have been prepared to ensure an efficient, safe, and practical method of residential refuse collection and landfill operation at Grand Canyon National Park. Residents are expected to comply with all applicable Federal, State, and County laws regarding waste disposal. Grand Canyon National Park supports waste management that is environmentally sound, safely deals with hazardous materials, and recycles appropriate materials.

If you have any questions regarding proper disposal of waste materials please contact:

SOUTH RIM:	Roads & Trails Supervisor	638-7633 or 7634
TUSAYAN:	Waste Management of Tusayan	800/762-9708
NORTH RIM:	Facility Manager	638-7866

1. Dumpsters and other waste receptacles are for normal residential waste only. It is the responsibility of the residents to dispose of other materials properly. Following are examples of items that should NOT be placed in park residential dumpsters:

NO Large items - Sofas, chairs, mattresses, carpets, fencing, and lumber.

NO Large yard debris - Logs, heavy brush, large amounts of debris.

NO Heavy metal objects - Pipes, angle iron, engines, and heavy car parts.

NO Hazardous Materials - Engine oil, car batteries, chemical waste, tires, Ni-Cad & lithium batteries, etc.

It is illegal to leave waste or hazardous materials at the HAZMAT locker. These items must be identified and properly recorded by the managers at the above numbers. For more specific information on disposal of hazardous materials refer to the HazMat Standard Operating Procedure. The NPS Green Team will develop procedures for proper disposal of personal hazardous materials (e.g., engine oil, ni-cad, lithium batteries).

2. Fluorescent light tubes contain small amounts of hazardous materials. You are encouraged to dispose of those tubes at the maintenance yard. A dumpster has been designated for disposal of these light tubes. Call 638-7633 or 7634 for the location.

3. Coals and ashes from woodstoves and fireplaces pose a fire hazard. They should be stored in a metal container for at least one week before being placed in a dumpster or other trash receptacle. Fires in dumpsters or trash trucks are costly and hazardous to personnel due to toxic materials.

4. Christmas trees should not be placed in dumpsters. Stack them behind the dumpsters for removal by NPS crews.

5. Grand Canyon National Park sponsors park cleanups each year. You are encouraged to dispose of large or hazardous material described in #1 above during these cleanups. Do not put these items in the dumpsters. Specific instructions will be given before these cleanups identifying where to place these items and how to label them. South Rim residents may utilize the county waste transfer station in Tusayan (Waste Management of Tusayan, 800/762-9708) to dispose of large items.

6. Government furniture and appliances require proper disposal. Contact the housing office at 638-7796 for instructions.

7. All trash containers should have lids closed at all times. Residents are encouraged to assist in cleaning up around the containers whenever possible. Children should not be permitted to play in or around the dumpsters due to sanitary and physical hazards.

8. Grand Canyon National Park supports a recycling program. Residents are encouraged to sort recyclable waste and place it in the appropriate recycling container. Currently aluminum, plastic, glass, newspapers, and corrugated cardboard are accepted.

Trailers and Trailer Sites

Introduction

Each occupant of a trailer site within Grand Canyon National Park shall abide by the policies stated below and shall be responsible for compliance with all rules and regulations established by Federal, State, and County codes and ordinances governing the jurisdiction in which the trailer is situated. All trailers placed on these sites shall be in accordance with current NFPA 101 Life Safety Code requirements. If there are any questions regarding safety code requirements, contact the park's Risk Management Officer at 638-7858.

The *1995 Grand Canyon National Park General Management Plan* calls for the redevelopment of Pinyon Park for high-density apartments, multiplexes, and/or dormitory housing. During this interim period, employees assigned a trailer site within this area of the park will sign a statement acknowledging that they are aware of this future development, and that they may be asked to vacate their site at a time determined by the government.

The following policies and procedures have been developed to assure that during this interim time period, everyone living within this area is provided with a safe and aesthetic living environment. In keeping with these procedures, the park has committed to replacing substandard trailers within the park with new leased trailers.

Assignment of Trailer Sites

The Housing Manager will determine assignment of trailer sites and will maintain a waiting list of those interested in trailer sites. Anyone assigned a trailer site is required to sign Form 10-380, Quarters Assignment Agreement. This agreement states, among other things, that the occupant shall keep the area in a clean, sightly, and safe condition at all times. Occupants must also agree to abide by all the policies and regulations stated in this policy.

Age and Condition of Trailers

Effective the date of this policy, any unit to be placed on a trailer site for six months or longer **must be newer than 1976 and meet** the requirements of 24 CFR 3280, which set safety standards for residential trailers.

Vehicles being used for residential purposes must be designed and built for habitation. Examples of prohibited vehicles are converted school buses and milk trucks, etc.

All units being set up shall be mouse proofed and skirted. Mouse proofing shall consist of all openings >1/4-inch in diameter being sealed with steel wool, cement, or hardware cloth.

All units being set-up shall have a deck with steps and railing at the front entrance, and steps with railing at rear entrance with landing. Decking, steps, and handrails (regardless of height of decking) shall meet current NFPA 101 Life Safety Code requirements. At no time will a unit be modified so as to preclude its being moved by normal means, such as by removal of wheels or

axles, the tongue, or deactivation of the braking system or clearance lights. Tires may be removed and stored to prevent their damage or destruction.

Site Identification

A number identifying each site shall be posted at each site location. Site boundaries will be designed under the provisions of the spacing requirements of this policy. The government will be responsible for signing and mapping government-owned trailer sites.

Restrictions on Rental Site Use

Trailer sites are leased for residential use only and are restricted to persons who are employed by the National Park Service or by permit from the Superintendent. No trailer occupied by a NPS employee on a government-owned site shall be rented or sublet to a second party. Only the National Park Service shall have the authority to establish a dormitory residence. Concessions and cooperators may establish a dormitory only with written permission of the Superintendent. Private individuals may not own trailers for rental or dormitory purposes in the park. Only one trailer per trailer site is permitted, and only one family per trailer site is permitted.

Trailer or trailer site occupancy for residential use shall be leased or rented for the length of appointment for employment. Trailers will be vacated from appointed site within ten (10) days after termination of employment, unless prior arrangements are made in writing and approved by the Superintendent.

Abandoned Trailers

Anyone abandoning a trailer within the park will be issued a bill of collection for all costs associated with the removal of that trailer.

Trailer Size and Spacing

No trailer entering the park (effective the date of this policy) shall be placed on any trailer site where there are less than twenty (20) feet in every direction between such trailer and any additions thereto and any other trailer and any additions thereto. Awnings and eaves, however, may intrude into a required separation not more than two (2) feet. At least five (5) feet shall be maintained between each trailer and any property line and/or roadway adjacent to it. Triple-wide trailers, doublewide trailers, manufactured, and modular homes are not permitted. The maximum length for trailers entering the park is seventy (70) feet. The Pinyon Park minimum trailer length is 35 feet. All trailers must be self-contained with sanitation facilities.

Since each site varies in size, the occupant is responsible for assuring that the trailer meets spacing requirements as stated above prior to being located on a specific site. The Superintendent must authorize any exceptions to these requirements.

Sale of Trailers within the Park

Trailer homes being considered for on-site sale or transfer shall be newer than 1976, meet the requirements of 24 CFR 3280, and be approved by the Superintendent.

Site Maintenance

Reference Yards and Grounds section of this policy.

Walks, Walkways, Patio Slabs and Retaining Walls

Walls of any type shall not be constructed by the tenant on or between any trailer site or sites. Walkway and patio slab extensions are permitted. However, a written request for this addition must be submitted to the Housing Office. This request must identify any ground disturbance that may occur. Upon termination of a site rental lease, such walkways and patio slabs will become the property of the government.

Foundation

No permanent foundation constructed of bricks, stone, wood blocks, or any combination thereof, intended to support the trailer is allowed. Leveling piers, however, may be used. All leveling piers and tie-downs shall be constructed and/or installed to conform to applicable Federal, State, and County codes, ordinances, and regulations.

Skirting

Skirting is required on all units that will be placed on site for six months or longer. Newly installed trailers shall have skirting installed within thirty (30) days of space assignment. Suitable skirting material, such as light metal, wood, or plastic siding material, must be securely installed. Recreational units that are moved on a frequent basis are exempt from this requirement.

Sewage

No person shall dispose of sewage at any trailer site other than through an approved connection to the trailer village sewer system. Trailers shall be positioned so that sewer lines will run underneath the trailer, with no more than five (5) feet of sewer pipe exposed outside the trailer skirting. All materials used for sewer connections between the trailer and the sewer inlet shall be semi-rigid pipe (not less than Schedule 40), corrosive-resistant, nonabsorbent, and durable. All joints shall be airtight and watertight.

Trailer Additions Not Allowed

There shall be no permanent additions to trailers such as rooms or enclosed porches.

Trailer Additions Allowed

A written request must be submitted to the Superintendent through the Housing Manager before any of the following additions can be made:

- a. Porches, Steps and Landings.** Any porch installed shall be constructed in such a manner as to be easily removed from the site. Steps and landings must meet applicable code requirements for size, construction, safety features, etc.
- b. Awnings** shall be of metal, plastic, wood, or fiberglass construction, which can be easily removed and shall be securely anchored. Small window awnings protruding not more than four (4) feet from the trailer and fully supported by the trailer are permitted.
- c. Storage facility.** Each storage compartment placed on a trailer site must meet the site spacing requirements as stated above, must be easily removable from the trailer site, and must rest on an easily removable pad.

Liquid Propane Gas (LPG) Tanks

Only an authorized LPG service representative shall install LPG tanks. Containers must meet current Federal and State regulations and NFPA standards. Pressure regulators not permanently attached to a trailer must be securely mounted and properly attached in accordance with NFPA Standard No. 58. All extra cylinders, tanks, bottles, or containers of LPG must be properly stored and secured.

Liquid propane gas storage tanks shall not exceed a total of 250 gallons at any trailer site, and shall be located not less than ten (10) feet from the unit, and installed according to NFPA Standard No. 58.

Wood-Burning Stoves

The installation and use of wood-burning stoves located on trailer sites within the park is prohibited in accordance with the park's commitment to reduce the impact of smoke on air quality and visibility.

Addendum 1 - List of Historic Residences

South Rim

40 Apache
799 Apache
800 Apache
801A Apache
801B Apache
802A Apache
802B Apache
803 Apache
804A Apache
804B Apache
805A Apache
805B Apache
806 Apache
807A Apache
807B Apache
808A Apache
809 Apache
810 Apache
824 Apache
46 Juniper Hill
47 Juniper Hill
48 Juniper Hill
50 Juniper Hill
51 Juniper Hill
52 Juniper Hill
53 Juniper Hill
54 Juniper Hill
55 Juniper Hill
66 Juniper Hill
67 Juniper Hill
69 Juniper Hill
159 Juniper Hill
161 Juniper Hill
163 Juniper Hill
11 Kaibab

13 Kaibab
14 Kaibab
15 Kaibab
16 Kaibab
17 Kaibab
19 Kaibab
21 Kaibab
9 Navajo
61 Sunset Drive
62 Sunset Drive
63 Sunset Drive
64 Sunset Drive
65 Sunset Drive
2 Tonto
3 Tonto
4 Tonto
5 Tonto
6A Tonto
6B Tonto
7C Tonto
7D Tonto
24A Tonto
24B Tonto

North Rim

101 NR Admin Area
102 NR Admin Area
111 NR Admin Area
122 NR Entrance Road
151 NR Entrance Road
152 NR Admin Area
155 NR Admin Area

Other

154 Rock House (Phantom Ranch)
320 Tuweep (Toroweap)

12 Kaibab

**Responsibilities of Employees in Government-Furnished Quarters
Standard Operating Procedure 8212-025 (Part II)**

Prepared and Approved
Kevin Cochary
Housing Committee Chair

Date

Approved
Nicky Lindig
Housing Committee SET Representative

Date

Approved
Joseph F. Alston
Superintendent

Date